

Administrative Specialist

The International Rett Syndrome Foundation (IRSF) is a 501c3, based in Cincinnati, Ohio. IRSF makes strategic and significant investments in research to find a cure for Rett syndrome, while also funding activities related to improving clinical care, family empowerment, and advocacy. The Foundation not only funds the highest quality research but is dedicated to helping develop better treatments to improve the quality of life of individuals with Rett syndrome.

Position Summary:

The administrative specialist is a full-time, hourly position, working at IRSF corporate headquarters in Cincinnati, Ohio. This position is critical to the success of the organization, and requires an individual who is team-oriented, positive, and problem solving.

Job Responsibilities:

- Be the face of the organization to visitors, in the office and by answering main phones.
- Provide administrative support to the CEO and Vice Presidents on daily basis. Make travel arrangements, schedule calls and meetings, assist with meeting preparation.
- Provide support in preparing project documents, presentations, and reports.
- Create and manage funding requests to foundations and industry sponsors.
- Schedule team meetings, book meeting rooms when needed, prepare meeting agenda, and take and distribute meeting minutes.
- Manage office supplies inventory and place orders as necessary.
- Monitor and maintain in-office event materials inventory.
- Assist VP of Research with grants administration including non-scientific communication with grant applicants/grantees, assembling grant award paperwork, tracking submission of post-award reports, and maintaining files for awarded projects.
- Assist with routine communication with attendees of the annual scientific meeting
- Provide general office support, including check depositing, mail opening, etc.
- Manages all shipping requests that come through the Cincinnati office.

Qualifications:

- Bachelor's Degree or equivalent experience.
- Strong customer service orientation.
- Strong project management knowledge and prioritization, with the ability to deliver multi-faceted projects on time.
- Brings enthusiasm for the tasks at hand to his/her work, as well as a sense of creativity and an interest in continual improvement.
- Ability to proactively recommend solutions to potential problems and to develop plans for addressing problems on the fly when necessary.
- Expertise in Microsoft Office suite (Word, Excel, PowerPoint, Outlook etc.) and its editing tools.

Interested individuals, please submit resume and cover letter to mkennedy@rettsyndrome.org